Timeline and Milestones Chart

The Blended Review (excluding training sessions and other preliminary steps) spans 11 business days. The table below specifies the general timeline and key milestones for Reviewers and panels. Panel Coordinators and Reviewers should use this to plan their review tasks.

Date	Tasks
By Sept 28	• Visit website and read review materials • Reviewers download COI Statement and Reviewer Participation Role • Panel Coordinators (PC) download and return COI Form and Participant Agreement Form • Complete all orientations
Wed Sept 28	• Receive panel assignments and applications • Participate in Panel Introduction Call and set up Panel Schedule • Cursory review of all applications for Conflicts of Interest (COI) • Complete draft Individual Review Form (IRF) for each application reviewed
Th Sept 29	• Panel Consensus Meeting for first two applications • Lead Reviewer captures consensus comments and final ratings for each application in Panel Consensus Form (PCF) • Lead Reviewer shares PCF with panel members for feedback
Fri Sept 30	• Lead Reviewer incorporates any feedback and shares PCF with PC for review • PCs participate in Check-In call 1 p.m. ET
Sat Oct 1	☐ PC returns PCF to lead reviewer for edits or accepts as final
Mon Oct 3	• Panel Consensus Meeting for remaining applications • Lead Reviewer captures consensus comments and final ratings for each application in Panel Consensus Form (PCF) • Lead Reviewer shares PCF with panel members for feedback
Mon-Tues Oct 3-4	☐ Lead Reviewer incorporates any feedback and shares PCF with PC for review
Tues-Wed Oct 4-5	☐ PC returns PCF to lead reviewer for edits or accepts as final
Th Oct 6 noon ET	☐ Finish incorporating any remaining PC feedback, clear with PC that PCF is final and submit final PCF to GL, copy PC.